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From: West, Katherine (POL)
Sent: Tuesday, September 04, 2012 1:37 PM
To: Hanchett, James (DPH)
Subject: RE: Copier Paper Order

Hi Jim,

Normally for orders we would ask you to draw up an order form, but for Paper it is actually very easy for us to do so, since we know all of the item numbers, etc. We will draft up an order form for you folks for ten cases of paper, and send it over to Ken Gagnon for approval. I'll Cc you on the order so you have it for your records. We already made a paper PO for you, so as soon as Ken approves it, we will be able to place it. Lindenmeyer usually delivers pretty quickly.

Let me know if you have any questions.

Thanks!

-- katherine

From: Hanchett, James (DPH)
Sent: Tuesday, September 04, 2012 9:59 AM
To: West, Katherine (POL)
Subject: Copier Paper Order

Hi Katherine,

I need to place an order for 10 cases of copier paper from Lindenmeyer-Monroe. I'm not sure how. Do I use the FY13 Order Form.? Not sure of Catalog Number, price, etc. where is that available, our Boston purchasing Section handled all that.

Thanks,

Jim Hanchett
Department of State Police
Amherst Drug Lab
Room N251 Morrill I
637 North Pleasant Street
Amherst, MA 01003
Phone 413-545-2607
Fax 413-545-2608
Cell 413-459-3023